

The Kentucky State Board for Proprietary Education

October 21, 2011

A regular meeting of the Kentucky State Board for Proprietary Education was conducted on October 21, 2011 at the Office of Occupations and Professions in Frankfort, KY.

<u>Members Present</u> Bill Johnson, Chairman Alison Cuentas David Keene Glen Wilham Lois Weaver Dr. Steve Meade Mike Powers <u>Members Absent</u> Vivian Nash Jan Gordon, Vice Chair	<u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator Jeremy Horton, Deputy Executive Director <u>Others</u> Brenda Allen, General Counsel Capt. Fred Williams, Kentucky State Police Sgt. Derris Hedger, Kentucky State Police Sgt. John Scott, Kentucky State Police Wyonia Butler, Hart CNA Program Cindy Landry, ATA College
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Chairman Bill Johnson called the meeting to order at 10:02 am.

Approval of Minutes

Minutes of the September 14-15 Special Meeting and the Regular Meeting on September 16, 2011 were presented for the Board's review. Mr. Keene made a motion to approve the minutes as presented. Ms. Weaver seconded that motion and it carried unanimously.

Review of Financial Report

The financial report for the month ending September 30, 2011 was presented for the Board's review. Mr. Horton explained there's currently a negative amount showing on the report and that pertains to legal services regarding Decker College. The office will try and retrieve additional information to report to the Board. Mr. Powers made a motion to approve the financial report. Mr. Wilham seconded that motion and it carried.

Licensure Status Report

Ms. Lane presented the current Licensure Status Report to the Board. The report showed there are currently 120 Resident Schools and 29 Non-Resident Schools for a total of 149 licensed schools. There are 144 licensed school Agents and 24 CDL Instructors.

Executive Director Report

Deputy Executive Director Jeremy Horton spoke on behalf of Executive Director Shannon Tivitt in her absence. Mr. Horton showed the Board their new website and explained how it would be more user friendly for the schools and potential licensees. Mr. Horton also introduced the new Supervisor that will oversee the Administrative Section of the Office of Occupations and Professions, Debra Day.

Board Administrator Report

Ms. Lane informed the Board of all actions that she had taken since the September 16, 2011 meeting. A Deferral letter was sent to Hart CAN Program located in Bonnieville, Kentucky for a couple missing documents. The school will be reviewed again at the December meeting where all documentation should be complete. A denial letter was sent to Mid American Truck Driving School, LLC, located in Bowling Green, Kentucky for several missing documents. An acknowledgment letter was sent to Bluegrass Professional School of Massage Therapy, located in Lexington, Kentucky regarding the notification of changes they've recently within their Theory and Practice of Therapeutic Massage program. An Approval letter was sent to Knight School of Welding for their new Certified Welding Inspector Training Program. An Approval Letter was sent to Emergency Medical Training Professionals regarding their addition of the Clinical Medical Assistant Program. An Approval Letter was sent to Lexington Bartending School for their recent Change of Location. An Approval Letter was also sent to Knight School of Welding for their Change of Location.

Ms. Lane reported she was able to fulfill all four of the Decker transcript requests received by the office.

Board Counsel Report

Ms. Allen reported she recently spoke with the Bankruptcy Trustee for Decker College. He's currently housing the files in a warehouse and had made a request to the court to continue funding the cost of the storage. The court agreed to continue funding the storage for these documents.

Board Chair

Chairman Bill Johnson asked the Board if they wanted to hold a regular meeting in November even though they normally do not meet in the month of November each year. The Board decided to not hold a meeting and will meet back at their scheduled time in December.

New Schools / Programs Committee

Application for a Resident School

Dr. Meade made a motion to defer the Resident School Application submitted by HART CAN Program based out of Bonnieville, Kentucky. Dr. Meade stated there were a couple of documents still missing from the file and he had spoken directly with the school owner and felt it would be a complete application by the December meeting once missing documentation was submitted to the Board. Mr. Powers seconded that motion and it carried.

Ms. Weaver made a motion to deny the Resident School Application submitted by Mid American Truck Driving School located in Bowling Green, Kentucky due to several missing documents. Mr. Powers seconded that motion and it carried.

Application for a Non-Resident School

Mr. Keene made a motion to approve the Non-Resident Application submitted by the License Coach located in Dallas, Texas. Dr. Meade seconded that motion and it carried.

Application for a New Program

Mr. Keene made a motion to approve the Application for a New Program submitted by Knight School of Welding located in Lexington, Kentucky. The school will now offer Certified Welding Inspector Training. Ms. Weaver seconded that motion and it carried.

Mr. Powers made a motion to approve the Application for a New Program submitted by Emergency Medical Training Professionals, LLC. The school will now offer a certificate in Clinical Medical Assistant. Ms. Weaver seconded that motion and it carried.

Notification to Revise an Existing Program for Less Than 25%

Mr. Powers made a motion to acknowledge receipt of the Notifications to Revise an Existing Program for Less than 25% from Bluegrass Professional School of Massage Therapy at their Lexington and Danville campuses. Ms. Weaver seconded that motion and it carried.

Audit Committee

The Board looked over the working draft that shows each Audit Recommendation and the Actions/Implementations the Board has chosen as well as the current status of the steps to fulfill the recommendations.

Commercial Drivers License Committee Report

Mr. Wilham reported that the CDL Committee would hold a Special Meeting to go over current Laws and Regulations and look at making some revisions. The meeting will be held at Kentucky State Police in Frankfort on November 10th at 8:00am.

Complaint Review Committee Report

There were no complaints to report at this time.

Investigator Report

Dr. Barren was unable to attend the October Meeting therefore no report was presented.

Old Business

Ms. Allen discussed the progress the Board made at their Special Meeting that was held on Thursday, October 20th. The Board was able to prioritize several issues they're currently handling and several great recommendations were made for Laws and Regulations. Ms. Allen presented the letter that will be sent to the Legislative Research Commission with revisions that the Board requested. Mr. Powers made a motion for Ms. Allen to send the final copy to LRC on behalf of the Board. Ms. Cuentas seconded that motion and it carried.

In August the Board received correspondence from Truck America Training regarding the need for more than one license for a school that has multiple locations. TAT feels a school should only be required to obtain one license since the same curriculum is being offered at all locations. After discussion Ms. Cuentas made a motion to have Ms. Allen send a letter stating that the school does have to keep separate licenses for each location/campus. Mr. Powers seconded that motion and it carried. Mr. Wilham recused himself from the vote.

Travel and Per Diem

Mr. Wilham made a motion to approve travel and per diem for all members that attended today's meeting as well as any member that traveled on Board related business since the September meeting. Dr. Meade seconded that motion and it carried unanimously.

Adjournment

Mr. Wilham made a motion to adjourn the meeting. Mr. Powers seconded that motion and it carried unanimously.

Meeting adjourned at 11:10am.